

## **SAFE ENVIRONMENT CHECK LIST**

All this information should be completed and sent to the proper people within 1 week of this notice or 1 week of obtaining the documents from the individuals.

Please follow these steps for recordkeeping, including keeping documents at your school/parish and sending documents to the Diocese of Davenport or the IDCI.

### **TRAINING**

#### **Virtus On-Line Pre-Registration and Post-Registration:**

- All employees and those volunteers who work on a regular basis with children must attend training. Others are welcome and encouraged.
- All people who attend a training session (whether required to or not) must pre-register or post-register themselves on-line that they attended or plan on attending. The password is trust.
- If they do not have internet access, please let them know they can logon through your media center or contact your parish/school resources. Hard copies of Virtus registration can be sent to the Diocese, ONLY if there is no way for internet access locally.
- Depending on their amount of contact with children they may have to complete continuous education through [www.virtus.org](http://www.virtus.org). If required to complete continuing education, they will receive an e-mail reminder once a month. If they are not on-line, we will work with the parish/school to have a hardcopy available for them.

### **BACKGROUND CHECKS**

(For those who work regularly with children - employees and volunteers)

#### **Everyone needs to fill out:**

- Acknowledgement and Consent Form (everyone to whom any of the policies apply)
- Form A - State of Iowa Non-Law Enforcement Record Check Request (for background checks)
- Internet Policy Agreement sheet (for anyone using the parish/school internet)
- Drivers Information Sheet (if they drive for your parish, schools, etc.)

#### **On file at your school/parish:**

- Original Acknowledgement and Consent Form
- Copy of Form A
- Original Internet Policy Agreement sheet
- Original Driver Information Sheet

(See page 2 for processing background checks)

## TO PROCESS THE BACKGROUND CHECK:

**A. To assist in verifying who has been processed for training and background checks** please send to Virginia Trujillo ([trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) or 2706 N. Gaines, Davenport, IA 52804) a list of employees and volunteers, paid and unpaid and what position they hold in your parish/school.

### **B. FOR EMPLOYEES WORKING REGULARLY WITH CHILDREN (OR OTHERS COMPENSATED more than a minimal stipend)**

#### **Send to the Diocese of Davenport to process and then keep on file:**

- Copy of Acknowledgement and Consent Form
- Original of Form A
- If a background check has already been done in the last 5 years – Indicate that it was done and where. If possible, send a copy of that record. (Principals please send a copy of a new teaching certificate for new teachers since October 2000)
- Please have all documents alphabetized and all persons' records stapled together.
- Please highlight last known addresses if they lived in or are currently living in a state other than Iowa – a different set of checks has to be run on these people.
- Please send in an envelope, marked: Confidential to Virginia Trujillo and they will be given to the proper people to complete the process.

### **c. FOR VOLUNTEERS WORKING REGULARLY WITH CHILDREN**

#### **Send to the IDCI (as outlined on the Billing Form):**

- Billing Form - Non-Law Enforcement Record Check for VOLUNTEERS (one form per 8 people or less)
- Original of the background check - Form A (in groups of 8 or less)
- Payment - \$5 per person

(Responses from IDCI come back to the Diocese)

#### **Send to the Diocese of Davenport to keep on file:**

- Copy of Acknowledgement and Consent Form
- If a background check has already been done in the last 5 years – Indicate that it was done and where. If possible, send a copy of that record. (Principals please send a copy of a new teaching certificate for new teachers since October 2000)
- Please have all documents alphabetized and all persons' records stapled together.
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